

# Administration Committee

**2004-03-03 09:30:00.0**

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

*This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.*

For assistance, please contact Kimberly Ward, [kward@mtc.ca.gov](mailto:kward@mtc.ca.gov), (510) 817-5967

*This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.*

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## **Roll Call**

**1.**

**Action:** Confirm Quorum

**Minutes ? Meeting of February 11, 2004\***

**2. Action:** Committee Approval

- [2 A&O minutes February 04.doc](#)

**Monthly Financial Statements\***

**Presented by:** E. Sun

**3.**

**Action:** Receipt

- [3 financials weismiller.xls](#)

**Investment Reports for January 2004\***

**4. Presented by:** B. Mayhew

- [4 MTC Investment report - mayhew.doc](#)

*The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.*

**5. Contracts:**

**Contract Amendment ? TransLink® Governance: Karen Antion\***

**a)**

**Presented by:** R. Driver

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**Action:** Committee Approval

- [5a TransLink Governance Antion Contract.doc](#)

**MTC Resolution No. 3619, Proposed Revision of Executive Director's Delegated Signature Authority**

*This action would approve, and refer to the Commission for its approval, an increase in the dollar threshold of the Executive Director's delegated signature authority for third-party contracts, amendments, and funding agreements.*

**6. Presented by: M. Morgan**

**Action:** Commission Approval

- [6 ED SignAuth memo.doc](#)

- [6 GMAuthority.doc](#)

**Business Meeting Expenses**

**7. Presented by: S. Heminger**

**Action:** Committee Approval

**8. Other Business/Public Comment**

**9. Adjournment / Next Meeting**

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**Next meeting**

2004-04-14 09:30:00.0

Lawrence D. Dahms Auditorium

Joseph P. Bort MetroCenter

101 Eighth Street

Oakland, California

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\* Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

\*\* All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

\*\*\* The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

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+Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

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